

Submittals Format Guide - Utah Coal Regulatory Program

General Information - The Division requests that all permit applications, changes, renewals, transfers or bond release applications follow the procedures and format requirements outlined in this document. The Division may return applications that do not meet format requirements according to the Utah Coal Mining Rules, (see R645-301-121.300). Each action must be submitted under a separate cover letter. It is recommended that permit changes be separated by each proposed action. If a company holds more than one permit, applications should be placed under separate cover letter by permit number and action for which you are applying.

Cover Letter – Submit a cover letter for each application with notarized C1 and C2 form. In the regarding line briefly describe the submittal content including the mine name, permit number and task ID # if assigned. Some examples are shown below.

- Application to Change the Existing Mining and Reclamation Plan, Addition of a Fourth Portal to the Blind Canyon Seam Portal Pad, Bear Canyon Mine, C/015/0025
- New Permit Application, Star Point Refuse Mine
- Notice of Intent to Conduct Minor Coal Exploration, Helicopter Assisted Drilling in Mill Fork Canyon, Deer Creek Mine, C/015/0018
- Response to Deficiencies in Removal of Rock Gabions, Gordon Creek 2,7, & 8 Mines, C/007/0016, Task ID # 1665
- Application for Permit Renewal, Skyline Mine, C/007/0006

Contents - The application should be complete and not rely on additional materials to be submitted at a later date. Assemble each copy as a complete unit including all maps and text. It is recommended that permit changes of 50 pages or more be submitted in binders. These binders will allow the retention of a complete application and will be returned after the permitting action is completed. Although not required, for ease of review, when submitting maps include two copies one full size and one 11 X 17.

Electronic Version - All forms and guidelines are available on the Division website at http://ogm.utah.gov/coal/coal_forms.htm.

Confidential Contents – Any material considered to be confidential must be clearly marked as such and separated from other material submitted. A reference page must be included in the MRP in place of the confidential material. Confidential information typically includes archeological information, raptor nest locations, social security numbers. Confidential information must be separated on CDs as well.

Change Forms – A C1 and C2 form must be included with every submittal, which includes a notarized signature of the responsible official of the applicant. This responsible official attests that the submittal is true and correct to the best of their knowledge and complete in all respects with the laws of Utah in reference to commitments, undertakings, and obligations. These forms indicate change to the Mining and Reclamation Plan, not changes to a previous application. Please send an accurate form with each submittal, if the application needs to be updated with pages or maps from a previous submittal, please indicate this in your cover letter, let the mine lead know so he/she can update it when it arrives, or come in and update it.

Number of Copies/Pagination

DRAFT REVIEW COPIES: Submit three redline/strikeout paper copies for review (four if on or adjacent to Forest Service land). The redline/strikeout will guide the staff in understanding what changes are being proposed. Other copies may be submitted on CD.

FINAL COPIES: Final copies without redline strikeout and **correctly paginated for insertion into the plan** must be submitted PRIOR to the permit change receiving final approval. Five of the requested final copies must be a paper copy; any additional copies may be submitted on CD. The five final paper copies are for the Division Salt Lake Office (two copies – one for Incoming and one for the MRP), the Division Price Field Office, the Office of Surface Mining and the Operator.

Addressing - Address ALL correspondence to:

Utah Division of Oil, Gas & Mining
Coal Program
1594 West North Temple, Suite 1210
P.O. Box 145801
Salt Lake City, Utah 84114-5801

(801) 538-5342
FAX (801) 359-3940

A courtesy copy may be sent to the Price Field Office (PFO) at:

Utah Division of Oil, Gas & Mining
Coal Program/ Price Field Office
319 North Carbonville Road, Suite C
Price, Utah 84501

(435) 613-3737
FAX (435) 613-3739

Contacts: Daron Haddock, Permit Supervisor (801) 538-5325
Jim Smith, Permit Supervisor (801) 538-5262

Suzanne Steab, Office Tech (801) 538-5265
Jo Ogea, Eng. Tech (801) 538-5326
Angela Nance, Bond Coordinator (801) 538-5264

Divisions Process Guide - Utah Coal Regulatory Program

- An application is submitted by way of hard copy and compact disk to the Utah Coal Regulatory Program. An application must be submitted with a cover letter, C1 and C2 form and accompanied by the correct number of copies as stated in the Submittals Format Guide under Number of Copies/Pagination.
- **The application will be immediately returned when there is no cover letter, no C1 and C2 form, or confidential is not separated and properly marked.**
- When the application is received it is scanned or copied to the Coal Program Permitting Database. One copy of the application is filed in the Public Information Center. The remaining copies are filed in the Coal Secretary's office along with the task-working file.
- The Coal Secretary assigns the application a Task ID number, creates a working file and then notifies the Mine Lead of the task and timing.
- The Mine Lead will conduct an Initial Review (IR) of the application (within 15 days) to determine if it is sufficient for technical review.
- If the Initial Review indicates that the application is **not** sufficient for technical review it will be denied and returned with a letter.
- If during the Initial Review the Mine Lead determines that the application is acceptable to commence the technical review, an email will be sent to the operator. The technical review will be completed in the order the applications are received as much as possible or immediately for emergency cases*.
 *Emergency cases: Action would cause imminent harm or other actions as approved by the Division Director.
- During the technical review, the Division emails the remote access location of the application to those agencies that need to review the application and informs the agencies of the timing. OSM notifies the Division within 30 days if the application is or is not considered a Mining Plan Modification.
- The Mine Leads work together with the supervisor and technical staff on scheduling.
- If the application is technically deficient a deficiency letter will be sent and the application returned. The Operator must submit the **ENTIRE** application with any changes and a corrected C1 and C2 form for each review.
- The Division will notify the applicant when the application meets technical requirements; however the application will only be conditionally approved until clean copies (without redline/strikeout and paginated correctly) are received.